

DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 02-01	Effective Date: December 15, 1988 Revision Date: July 18, 2001	Page 1 of 2
<b>SUBJECT: EXERCISE POLICY</b>		
<p><b>RATIONALE:</b> The purpose of this policy is to promote the general physical and emotional well being of its employees by establishing an opportunity for employees to participate in an aerobic exercise program.</p> <p>The objective of the policy is to encourage employee participation in a program which will:</p> <ol style="list-style-type: none"> <li>Improve the overall health and well-being of participants.</li> <li>Encourage a personal commitment among employees to adopt healthy activities as a permanent lifestyle.</li> <li>Help reduce stress and the risk of cardiovascular disease factors in participants.</li> <li>Improve productivity in the workplace, which will benefit both the department and the employee.</li> <li>Promote employee job satisfaction.</li> <li>Attract and retain quality employees.</li> </ol>		

#### **POLICIES:**

Only full time employees receiving benefits are eligible to participate in the exercise program.

The Department offers eligible employees the option of using 30 minutes a day three times weekly during their scheduled work hours to participate in this exercise program. Employees, with the approval of their supervisor, may use the 30 minutes in conjunction with their lunch or break time. Supervisors shall not authorize employees to use the 30 minute period at the start of the workday to delay arrival nor at the end of the workday thus allowing them to leave early.

Exercise time must be pre-approved by the employee's immediate supervisor to ensure that normal department operations will be maintained. Authorization to participate in this program maybe revoked if the provisions of the program are violated or if it interferes with the employee's ability to accomplish work assignments. Exercise time is not cumulative (time not used during the week cannot be carried over into the next week).

Employees approved for participation in this program shall record exercise time as hours worked on their State of Utah Bi-Weekly time Sheet.

To ensure the Department does not incur unnecessary overtime costs, participation in this program shall be suspended on weeks when an employee is required to work overtime.

Workload demands may cause this program to be suspended either for a specific period of time or indefinitely.

Employees participating in this program do so at their own risk. The Department of Human Services is not responsible for any and all injuries, illnesses, and other consequences suffered by the employee participating in this program. Injuries or illnesses occurring to employees during exercise time shall not be considered as on-the -job injuries for the purpose of Worker's Compensation. Employees are

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encouraged to consult with their personal physician to ensure they are physically capable of participating in this physical fitness program.

**PROCEDURES:**

Employees shall request permission by their supervisors to participate in this program.

Employees approved to participate in this program shall complete the Department of Human Services Employee Fitness Agreement and secure the signature of their supervisor.

*Robin Arnold-Williams*

DATE: 07-18-01

Robin Arnold-Williams, Executive Director  
Department of Human Services

# *DEPARTMENT OF HUMAN SERVICES*

## *Employee Fitness Agreement*

THIS AGREEMENT is made and entered into by and between the Department of Human Services (hereinafter "Department"), and \_\_\_\_\_ (Hereinafter "Participant").

WHEREAS, the Department has established an Exercise Policy emphasizing cardiovascular exercise for the benefit of its Employees: and

WHEREAS, the Participant has voluntarily decided to participate in an exercise program.

NOW THEREFORE, in consideration of the premises and mutual covenants contain herein, the parties agree as follows:

1. Participant agrees to participate in an exercise program three times a week, for a period not less than one year beginning the day this form is signed. The days and times in which the undersigned employee anticipates shall exercising are:
2. Participant agrees to indemnify and save harmless the Department, it agents and its employees from all claims, damages, demands, actions, costs and charges, including attorney's fees, arising out of or by reason of acts or omissions under said Exercise Program.
3. Department will allow Participant a maximum of thirty minutes of Exercise Release Time three times weekly to engage in said exercise program. The 30 minutes must be taken during the employee's scheduled work hours if pre-approved by the supervisor. The agreed upon time for the exercise activity shall be a fixed schedule and shall not change unless approved by the supervisor. The agreed upon schedule will not interfere with normal work requirements nor will participation in this program be allowed on weeks when an employee is required to work overtime.
4. If the Participant is unable to continue with the said exercise program due to injury, illness, or other reason agreed to by the supervisor, Participant may terminate this agreement at any time by submitting a written statement to his/her immediate supervisor.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Agency